**Develop two policies that intertwine:**

* + Facility naming
  + Memorial and tribute program

**Facility Naming Guiding Principles**

* Meet criteria of law
* District accounting policies and procedures are followed to ensure that donated funds are used as designated by the donor
* Meets the values of the district: moral, political, ethical, educational
* Furthers the mission and vision of the district
* Timeline and terms for every memorial, tribute, or facility: include a warranty and replacement procedure
* These guiding principles will be used to inform guiding principles for individual capital campaigns; all capital campaigns must be approved by the Board of Trustees
* Includes a renaming procedure
* Inclusive: policy can be applied universally and equitably throughout the district
* Enduring and sustainable: facilities, memorials, and tributes need to be recordable and trackable over time
* Meets the design standards of the district
* A time period after the death of an individual that allows for the emotion of the moment to pass: 2 years
* Should recognize an individual that has contributed significantly to the mission and vision of the organization OR a majority percentage of financial contribution for the designated facility
  + Performed extraordinary or outstanding public service toward the mission and vision of the district
  + Outstanding regional or state-wide leader who has contributed significantly to the mission and vision of public education

**Memorial/Tribute Guiding Principles**

* Meet criteria of law
* District accounting policies and procedures are followed to ensure that donated funds are used as designated by the donor
* Meets the values of the district: moral, political, ethical, educational
* Furthers the mission and vision of the district
* Timeline and terms for every memorial, tribute, or facility: include a warranty and replacement procedure
* Includes a renaming procedure
* Tribute or memorial messages should be centralized and support the well-being of all patrons
* Inclusive: policy can be applied universally and equitably throughout the district
* Enduring and sustainable: facilities, memorials, and tributes need to be recordable and trackable over time
* Memorial or tributes should not be installed that have a higher maintenance or installation cost than the original value of the item: value vs cost consideration
* Meets the design standards of the district